

The Housing and Community Development Authority is accepting resumes for a Summer Intern position

To be considered for this position, applicants must:

E-mail a resume, cover letter, and a one to three page professional writing sample to Vinya Dunbar at [VDunbar@ihcda.in.gov](mailto:VDunbar@ihcda.in.gov) with the title of the position in the e-mail subject line.

Additionally, candidates MUST apply to job ID 601110 via the state's job bank at [www.IN.gov/spd](http://www.IN.gov/spd) . To apply, click on:

- Employment Opportunities
- Apply Now
- Register now

The position offers a competitive salary, commensurate with relevant education and work experience. This position is housed in IHCD's Indianapolis headquarters and applications are being accepted February 10, 2016

Please see next page for job description.

## IHCDA Job Expectations

Our Mission: To provide housing opportunities, promote self-sufficiency and strengthen communities.

<b>Title:</b>	Accounting Intern	<b>Non Exempt</b>
<b>Reports To:</b>	Director of Accounting	<b>Date last revised:</b> 1/04/16
<b>Supervises:</b>	No direct supervision.	
<b>Summary:</b>	<p>The position contributes to fulfilling the IHCDA mission and meeting strategic and annual IHCDA operational and program goals by assisting the Director of Accounting through:</p> <ul style="list-style-type: none"> <li>- Ensuring the integrity of various accounting-related activities by assisting with the accounting of programs to ensure reconciliation, recording and reporting of those program activities are accurate and complete.</li> <li>- Ensuring the integrity of accounting information by recording, verifying, consolidating, and entering transactions.</li> <li>- Promotes Continuous Improvement (CI) initiative(s) and promotes a culture of Office Kaizen. Assisting with the continuance of 5S'ing the department, documenting standard work programs, taking on assignments while permanent employees cross train.</li> </ul>	
<b>Evaluation of Performance:</b>	Performance will be evaluated based on achieving key outcomes described in this job description, including specific goals, deadlines, and other quality indicators; working effectively in a team environment; interacting positively with partners and demonstrating customer service; and working efficiently and effectively within required specifications, policies, and standards established by IHCDA and its associated governing entities.	
<b>Key Outcomes Expected:</b>	<ul style="list-style-type: none"> <li>• Reconciles assigned bank statements and trust accounts, to allow others to cross train.</li> <li>• Reviews trial balance(s) and makes correcting/adjusting entries prior to the month end close for assigned programs, to allow others to cross train.</li> <li>• Reconciles general ledger accounts as assigned (e.g., fees).</li> <li>• Assists in the documentation, and organization of assigned processes.</li> <li>• Provides information, assists in preparation of schedules, and provides support for the preparation of the year-end financial statements for auditors for the year-end audit.</li> </ul>	
<b>Key Outcomes Expected:</b>	<ul style="list-style-type: none"> <li>• Provides quality customer service to our internal and external associates.</li> <li>• Exercises time management to ensure that deliverables are timely, and accurate.</li> <li>• Performs self-checks to ensure accurate project assignments.</li> <li>• Maintains financial information in a manner that it is accessible and backed-up routinely.</li> </ul>	
<b>Critical Skills, Knowledge, and Behaviors:</b>	<ul style="list-style-type: none"> <li>• Demonstrates effective verbal and written communication skills. Possesses the ability to effectively communicate with a variety of individuals with diverse backgrounds, education, and economic levels.</li> <li>• Demonstrates customer service orientation and is responsive to needs / requests. Establishes and maintains effective and appropriate relationships with employees and IHCDA partners.</li> <li>• Provides timely status updates on workload and assignments to their manager.</li> <li>• Is proactive in anticipating and alerting others to problems with projects or processes.</li> <li>• Applies critical thinking, and thinks logically and analytically.</li> <li>• Takes initiative, requires little supervision.</li> <li>• Prioritizes and organizes tasks and time, and follows up to bring concerns to a resolution.</li> <li>• Performs responsibilities efficiently and timely.</li> <li>• Juggles multiple requests and meets multiple deadlines.</li> <li>• Works independently, or as a part of a team.</li> <li>• Exercises attention to detail.</li> <li>• Exercises proficiency in basic computer skills, i.e. Microsoft Word, Excel, Internet usage (e-mail).</li> <li>• Demonstrates proficiency in basic mathematics.</li> <li>• Maintains the confidentiality of any agency, financial, or personnel information.</li> <li>• Has the ability to be bonded.</li> </ul>	
<b>Education, Experience, Degrees, Licenses:</b>	<ul style="list-style-type: none"> <li>• Progressing toward a Bachelor's Degree in Accounting or Finance.</li> </ul>	
<b>Work Environment and Physical Demands:</b>	<ul style="list-style-type: none"> <li>• Work is performed in an office environment.</li> <li>• Performs under the pressure of deadlines.</li> <li>• Works proficiently with computers and other office equipment.</li> </ul>	